

## LOCATION OF STATE WORKSITES

The relationships among the location of state-owned or leased worksites, transportation systems, parking supply, sustainability, LEED certification, health initiatives, growth management, local comprehensive plans, green house gas emissions, and alternative transportation mode choices is such that none can be addressed alone.

State worksites located within high-density areas, central business districts, business parks, or in urban growth areas can take advantage of transit services, walking and cycling, and will reduce vehicle miles traveled. State worksites located in less expensive, remote areas allow few alternatives to driving alone for employees or customers. The result is more vehicle miles traveled and less opportunity for employees to commute by walking, cycling, or riding in high-occupant vehicles such as carpools and vanpools.

State worksites located so employees and customers can walk, bike, carpool, vanpool or take the bus to the worksite add positively to the employee's, public, and community's quality of life.

## LOCATING STATE WORKSITES POLICY

When leasing or building new office space, the state shall consider:

- ◇ **Location, Location, Location:** Concentrate state owned or leased buildings in medium-to-high density locations encourages employees and clients to come to the worksite by bus, carpools, vanpool, walking or cycling.
- ◇ **Building orientation:** Locating buildings close to the main thoroughfare where there are sidewalks and with parking located behind or to the side of the building provides transportation options for employees and clients that travel to the site. Design the site so that safe and convenient passage is available to bicyclists and pedestrians to and through the site.
- ◇ **Co-location and consolidation of agencies:** Leasing or building larger work sites or grouping multiple sites and agencies is an efficient use of state resources and will provide transportation options for employees and clients.
- ◇ **LEED:** Lease or build facilities that meet LEED silver or higher requirements.
- ◇ **Transit friendly design:** Good street geometrics, intersection design and bus stop placement will facilitate transit use. When building a new worksite, work with the local transit agency and site developers to ensure adequate transit circulation. Locating parking behind the building permits convenient access between the bus stop and the building entrance. If there is not a waiting area within the building, provide covered bus waiting areas with benches and lighting.
- ◇ **Pedestrian friendly design:** Sidewalks provide a safer environment for walking. Ensure that there is convenient pedestrian access to the building from the parking lots an neighboring streets.

- ◇ **Bicycle friendly design:** Provide secure, covered, well-lit bicycle racks or lockers within the building for employees and covered racks close to building entrances for bicycling clients. Showers and clothing lockers encourage bicycling and walking.
- ◇ **Electrical Outlets in Parking Areas:** Where feasible, provide electrical outlets in HOV parking areas to allow recharging of cars, Segways and electrically driven or assisted bicycles and scooters.

RCW 43.01.250: It is in the state's interest and to the benefit of the people of the state to encourage the use of electrical vehicles in order to reduce emissions and provide the public with cleaner air. This section expressly authorizes the purchase of power at state expense to recharge privately and publicly owned plug-in electrical vehicles at state office locations where the vehicles are used for state business, are commute vehicles, or where the vehicles are at the state location for the purpose of conducting business with the state.

- ◇ **Parking:** Unlimited and free parking do little to encourage alternative transportation modes. State agencies may not lease parking for their employees beyond what is required in local ordinances. (RCW 43.01.240). Agencies must limit free parking supply and consider parking charges and CTR incentives. Consider the goals for CTR and the public service and business requirements of the specific state agency. Refer to the parking guidelines at: [www.ga.wa.gov/CTR/guide.htm](http://www.ga.wa.gov/CTR/guide.htm).
  - ✓ Build parking at the minimum level possible. Request reduced parking below the minimum where it can be shown effective CTR programs will be implemented.
  - ✓ Determine if nearby properties with different peak times for parking demand can share parking spaces as a means of reducing unnecessary supply.
  - ✓ Ensure employee parking is designed and located for direct, convenient, and safe access for pedestrians, including provisions for persons with disabilities and transit riders between streets and building entrances. Where feasible, provide covered walkways.
  - ✓ Reserve the closest and best parking spaces for carpools and vanpools at office and industrial sites to encourage high-occupant vehicle commuting.
- ◇ **Cost of parking:** When leasing a building, separate the lease costs so parking is itemized and not rolled into the total lease cost. This enables visibility of the true cost of parking.

## BACKGROUND

### Washington Statutes

RCW 36.70A The Growth Management Act (GMA): The GMA requires communities to encourage urban density, avoid sprawl, and consider urban planning approaches to promoting physical activity. Locating state facilities within designated higher density centers and corridors encourages active modes of commuting and allows more employees to walk or bicycle to adjacent services.

RCW 47.80.23-030 Regional Transportation Planning Organizations (RTPO): This statute requires RTPOs to develop regional transportation strategies that address alternative transportation modes and transportation demand management measures in regional corridors. Among the strategies is concentrating economic activity, promoting residential density, and developments that promote pedestrians and non-motorized transportation.

## **State Master Plan**

Principle Three in the *2006 Master Plan for the Capitol of the State of Washington* includes policies for preferred development and leasing areas, transportation demand management, and environmental stewardship. While the document refers to Thurston County, its principles apply elsewhere.

- Policy 3.1 – Preferred Development and Leasing Areas. “The state shall concentrate state offices in medium-to-high density locations that are well served by public transportation.”
- Policy 3.2 – Transportation Demand Management. “The state shall locate, develop, and manage its owned and leased properties to achieve local and state transportation demand management policies, while meeting the business needs of state agencies.”
- Policy 3.3 – Environmental Stewardship. “The state shall, in the process of developing, redeveloping and maintaining its real estate assets, be a model to the citizens of the state by employing the highest standards of environmental protection.”

**Thurston County Lease and Space Planning**, Report #7, Final Report to the Legislature – Recommended 10-Year Facility Development Program, March 2001 (Chapter 3, page 3-12, Transportation Demand Management)

29. Integrate TDM plans with facility site planning in conjunction with cities and property owners.
30. Adopt TDM and parking performance standards for new owned and leased facilities.
31. Adopt building design standards that encourage the most intensive use of public transportation and other alternative transportation modes.
32. Require shared zone parking and a single Commute Trip Reduction (CTR) program at all new multi-agency state-owned and leased works sites in Thurston County.

## **Sustainability** Executive Order 05-01

Sustainability means meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state’s environment, economy, and citizens.” Towards that end, state facilities will be located in already developed urban areas with established infrastructure to conserve resources and to consolidate services.

## **Healthy Washington Initiative**

Governor Gregoire’s health initiative of 2006 strives to have Washington be one of the top ten healthiest states. Health care is central to the initiative. Providing access to walking and cycling as a commute choice, and locating buildings that enable employees to walk to lunch, meetings, or recreational facilities assist the wellness initiative.

## **Washington Climate Change Challenge** Executive Order 07-02

The EO targets technical fixes and the construction of high performance green buildings to reduce greenhouse gas emissions. While the order does not target reducing automobile travel as a way to reduce greenhouse gas emissions, reducing automobile use is one of the goals of the CTR Law: reducing air pollution.

**Co-Location RCW 43.82.010 (5)**

“It is the policy of the state to encourage the co-location and consolidation of state services into single or adjacent facilities, whenever appropriate, to improve public service delivery, minimize duplication of facilities, increase efficiency of operations, and promote sound growth management planning.”

**LEED (Leadership in Energy and Environmental Design)**

The State of Washington embraces sustainability and uses the US Green Building Councils sustainable LEED program as the template for delivering sustainable facilities. Gross Substitute Senate Bill 5509 requires new owned facilities over 5,000 square feet and extensive remodels to be LEED Silver (obtain 33 points in the rating system). Privately owned Leased Facilities are required to include LEED and Sustainable elements. Buildings over 50,000 square feet are required to be LEED Certified with conditions. A facility (building) obtains a LEED certification by meeting performance sustainability criteria including the placement of electrical outlets for the purpose of recharging electric vehicle batteries.

An additional point is give for alternative transportation including:

- Public transportation access – two bus lines or bus and light rail within a half mile
- Bicycle storage and changing rooms
- Low emitting and fuel efficient vehicles
- Parking capacity – reducing parking at or below zoning requirements
- Electrical outlets in parking lots

**Parking**

RCW 43.01.240(3) states that “in order to reduce the state’s subsidization of employee parking, agencies shall not enter into leases for employee parking in excess of zoning code requirements, except as authorized by the Director of General Administration.”

**Electrical Outlets at State Facilities**

In June 2006, the State Ethics Board passed a ruling that a state employee can use state-supplied electricity to charge batteries in privately owned vehicles while at work. The use of state provided electrical outlets for the purpose of recharging electric vehicle batteries as a commute incentive must be included in the agency’s CTR program. Electric vehicles include cars, Segways and electrically driven or assisted bicycles and scooters.